



MINOR SUBDIVISION PLAT Information Sheet and Checklist

The purpose of the minor subdivision is to complete the subdivision of land consistent with the technical standards of the Town when the following conditions exist:

- The property has previously been platted within the Town; and
- The resulting subdivision will produce six or fewer lots.

Minor subdivision plats are reviewed on the following criteria:

- The minor subdivision plat is in compliance with the Code, Town Comprehensive Plan, and the PORT Plan.
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Application submittal checklist:

- Complete and sign Development Review Application**
- Payment of fees (application fee, development review deposit, sign deposit)**
See current Development Review Fee Schedule for amounts
*Please provide three separate checks
- Receipt showing payment of Berthoud Fire Development Review Fee**
*See Berthoud Fire Development Review Fee Schedule
- Signed MOU** – “Memorandum of understanding for payment of review and development expenses incurred by the Town”
- CD or USB drive** – All documents and plans must be submitted in PDF format
- Title Commitment** – Dated no more than 30 days from submittal date
- Written statement/graphics** – Provide a written statement addressing how the proposed Minor Subdivision conforms to the Development Code, Comprehensive Plan, and PORT Plan.
- Vicinity Map** (8½ X 11) – Illustrate roads and significant natural features near the project site. Roads must be labeled so that the site can be easily found.

Minor Subdivision Plat –

- Two copies on 24"x 36" paper at a scale of 1"=50' or 1"=100'
- One 11"x 17" paper copy

The plan should include the following items:

- Title of project.
- North arrow, scale (not greater than 1"=100') and date of preparation.
- Vicinity map.
- Legal description.
- Basis for establishing bearing.
- Names and addresses of owners, applicant, designers, engineers and surveyors.
- Total acreage of subdivision.
- Bearings, distances, chords, radii, central angles and tangent links for the perimeter and all lots, blocks, rights-of-way and easements.
- Lot and block numbers, numbered in consecutive order, and square footage or acreage to two decimal places of each lot or tract.
- Parcels excepted from inclusion should be noted as "not included in this subdivision" and the boundary completely indicated by bearings and distances.
- Existing rights-of-way on and adjacent to subject property (labeled and dimensioned).
- Existing and proposed street names for all streets on and adjacent to the property.
- Existing easements and their type in and adjacent to subject property (labeled and dimensioned).
- Location and description of monuments.
- Floodplain boundary with a note regarding source of information (if a floodplain does not exist on the property, state this on the plan).
- Single-family or two-family residential developments shall provide tables and other information identifying compliance with Section 30-2-116 of the Code.
- Certificate blocks for signatures of owner, surveyor, utility providers, and Town approval, as applicable. Refer to Section 30-6 of the Development Code for language.

Additional materials, at discretion of Town:

- Traffic study
- Drainage map and study
- Geotechnical report
- Utility map and study

- Final Mylars –** Upon approval, one (1) original mylar of the final approved version of the minor subdivision shall be submitted to the Town in order for the plat to be recorded at the County (mylar size shall be 24x36).

Other documentation as may be required by the Town staff for full and complete consideration of this application.